

SAMPLE

Calendar Year 2006 EO 94(05) Report for:

Any State Agency

Agency Name

Prepared by:

Michelle Allen, OWC Disability Manager

Name and Title

Executive Order 94(05) mandates the following activities:

1. Ensure that job expectations are clearly defined in the employee work profile to include physical requirements
2. Evaluate and modify the agency's Workers' Compensation return-to-work policy to include non-work related periods of disability
3. Cooperate with the Department of Human Resource Management and the Virginia Sickness and Disability Program of the Virginia Retirement System to establish return-to-work opportunities appropriate for the individual employee and agency
4. Include in managers' performance expectations goals to reduce employee work-related and non-work related time
5. Establish strategies and practices to reduce lost time and to support the safe resumption of work for state employees
6. Evaluate annually those cases where employees were unable to return to work in a transitional and/or permanent capacity
7. Report by April 1st of each year to the Virginia Retirement System and the Department of Human Resource Management agency goals and strategies to reduce lost time

By signing this document, I certify that my agency is in compliance with or has developed a plan and timeline for full compliance with Executive Order 94(05).

Agency Head Signature

John Doe, Director, Any State Agency

Agency Head Name and Title (*please print*)

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EO 94 Report Template (Draft)

The following is a template and your report should include this information MINIMALLY. You may, however include additional information to support required documentation.

EO 94 Report for CY 2006

I. Physical Demands/Employee Work Profiles

One of the agency mandates is to “ensure that job expectations are clearly defined in the employee work profile to include physical requirements.”

List the total number of filled positions: _____245_____

How many have written physical demands? _____235_____

How many need written physical demands? _____10_____

Goal and timeline for completion: By June 1, 2006, we will have completed the last ten. The supervisors will have them completed by May 15, 2006 and sent to the human resources office by May 20, 2006.

Comments: Human Resources will check in bi-weekly with the supervisor to ensure timely completion.

II. Review of last two calendar year’s return-to-work efforts

Attach return-to-work reports for the past two previous CY. If none are available, complete the chart provided below.

A. Categorize return-to-work’s:				
	CY <u>05</u> WC data	CY <u>06</u> WC data	CY <u>05</u> VSDP	CY <u>06</u> VSDP
1. Number of people returned to work transitional duty	14	20	35	25
2. Number of people returned to work full duty	25	28	11	15
3. Number of people wherein transitional duty refused	5	12	8	7
4. Number of people wherein transitional duty expired	3	5	2	4

- If you have no employees that returned to work or were refused return-to-work, please indicate zero in your analysis.

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B. Short-term Disability Claims

What obstacles are you encountering with your short-term disability return-to-work program?

We are unable to always have each employee return-to-work because we have so many people out on short-term disability that normally perform heavy physical demand level jobs. Also, many of the restrictions are as follows: no standing or sitting for more than 10 minutes, must change positions frequently, must take a break every 15 minutes, etc. We have trouble bringing these types of employees back because we cannot modify their position to include all of these.

If employees were refused transitional duty, please explain your agency's process and how you made the decision. Please feel free to list individual names as applicable.

The return-to-work coordinator and immediate supervisor meet and review the employees' physical capabilities. We review the employee work profile. If the employee has restrictions that cannot be accommodated, we discuss with the employee that we do not have enough work for the employee and we continue to communicate with the employee as they hopefully improve.

C. Long-term Disability Claims

What obstacles are you encountering with your long-term disability return-to-work program?

We are not able to hold positions longer than required and we have to fill the position once the std period is complete. Therefore, many employees are refused transitional duty because they are released after this period.

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D. Workers' Compensation Claims

What obstacles are you encountering with your workers' compensation return-to-work program?

Many of the co-workers are expressing low morale about their colleague not having to perform the same "amount" of work. Many of the doctors on our panel are not focusing on bringing employees back to work in a transitional duty capacity. We only have a few areas within our agency that allow for transitional duty. When there are a lot of people out with limited physical capabilities, we have difficulty placing everyone. Some supervisors are not consistently applying the return-to-work program to all employees. They are showing preferential treatment.

If employees were refused transitional duty, please explain your agency's process and how you made the decision. Please feel free to list individual names as applicable.

The supervisor makes the decision if we can bring the employee back to work transitional duty. They communicate the refusal to the employee.

E. Traditional Leave Program Non-VSDP/Non-WC Claims

Please provide a self-assessment of how you handle employees' return-to-work who participate in the traditional leave program and have non-occupational injuries/illnesses.

According to policy, supervisors confirm leave is appropriate. Employees understand the leave policies and we train all new employees. We appropriately follow DHRM policies. We utilize FMLA as appropriate.

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III. Personnel

Who is your agency return-to-work coordinator (If more than one, please list all.)?

Name: May Smith

If you have a transitional employment team, please list the members.

Name/Title: N/A

IV. Return-to-Work Policy

Please attach a copy of your current signed return-to-work policy which includes both work and non-work related periods of disability.

V. Agency Compliance

If your agency is not fully in compliance with EO 94(05), explain in detail what is being done or what will be done to comply with the mandate.

All of our employee work profiles do not have physical demands listed. By June 2006, all of our supervisors will have reviewed their employees' work profiles to ensure physical demands are noted.

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In what areas do you need assistance?

- Organizing a good list of panel of physicians in the Virginia Beach area
- Assistance with training supervisors
- Understanding the process of communication between WC and VSDP

VI. Future Goals

State next year's goals and implementation strategies to reduce lost time within your agency. Please discuss both work and non-work related strategies.: **(if space provided is not sufficient, attach additional pages)**

Goal #1: Improve return-to-work percentage by 5% for next fiscal year

Strategies: Train all supervisors and employees bi-annually; Communicate with all injured/ill employees weekly; Publish a brochure on rtw for all employees

Goal #2: Form a transitional employment team by June 2006

Strategies: Solicit agency staff to form a team to discuss return-to-work program and implement training; Meet monthly with the team by June 2006

Goal #3: Refresher training on rtw for supervisors and employees

Strategies: Transitional employment team will meet with OWC/VRS representatives to obtain assistance on training; Conduct train the trainer for all supervisors: Supervisors will hold at least annual training during a staff meeting regarding return-to-work

VII. Assistance/ General Comments

As part of Executive Order 94(05), the Virginia Retirement System and Department of Human Resource Management shall:

- Review agency goals and strategies
- Provide training, consultation, and support for agency initiatives
- Report non-compliance with the provisions of this Executive Order, and report annually to the Governor on progress made in improving workplace safety and returning employees to work.

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What assistance do you need, if any, from the Office of Workers' Compensation?

- Mediating first few transitional employment team meetings
- Assistance with how to educate panel physicians
- Assistance with return-to-work training

What assistance do you need, if any, from the Virginia Retirement System?

- Mediating first few transitional employment team meetings
- Assistance with return-to-work training

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General Comments:

For all workers' compensation claims, the injured employee's immediate supervisor accompanies the employee to communicate with the physician about the agency's return-to-work program. We developed a user friendly form in order to document all return-to-work's within our agency.